MY PAYSTUBS
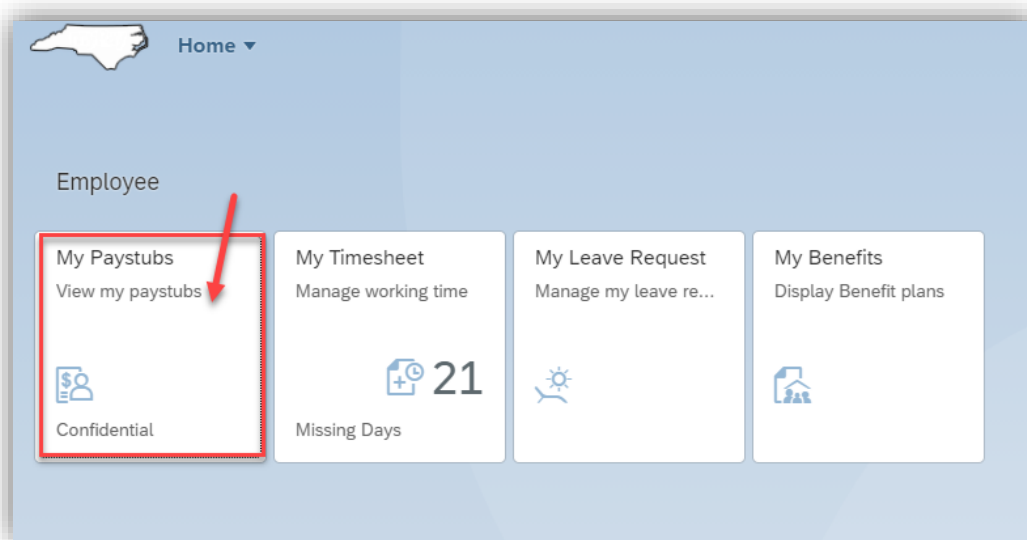## FIO-01 | BUSINESS PROCESS PROCEDURE

The purpose of this Business Process Procedure is to explain how to navigate the Pay Statement within the Fiori **"My Paystub"** application.

Steps for accessing "My Paystubs"

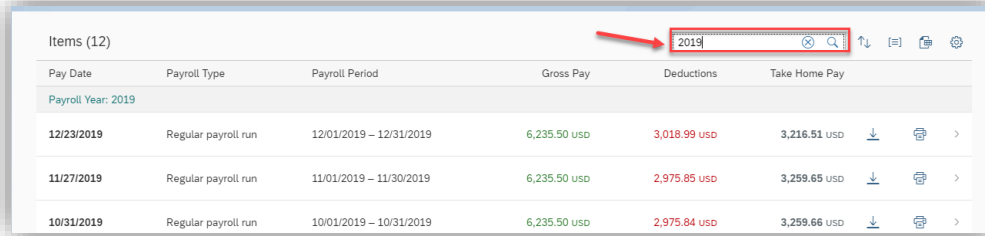1. Once you have logged into Fiori- on the "Employee" tab, you will see **"My Paystubs."**

2. A collection of all paystubs is displayed and can be viewed in detail using the **navigation feature**.

3. To filter on a specific year of "**Pay Statement**" go to the **"search"** field and type in a year. For example, type **"2019"** in the search field.
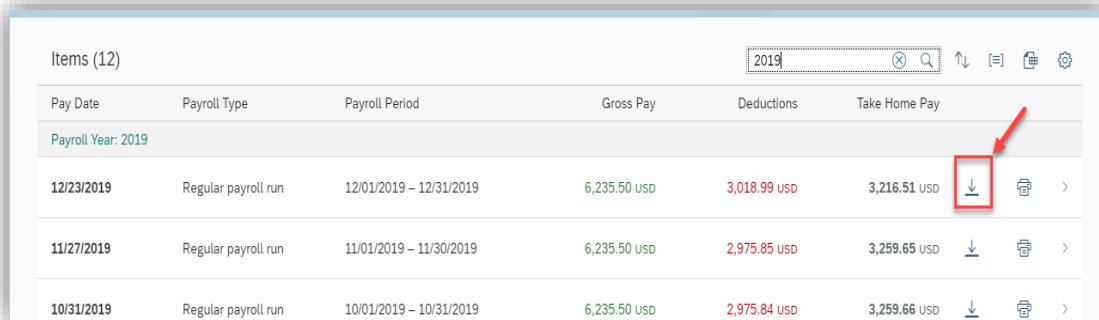

4. To go back to the full list **"Click the X."**

5. To download a specific pay statement, click the **"download"** arrow to the right. Then click the PDF to open.

6. Another way to print a Paystub is to click on the Print PDF icon and a pop up window will appear. Then click print to Print the selected pay statement.

7. Click the arrow to the far right to open the pay statement. Click the back arrow to go back.

8. **"Export to Spreadsheet"** will export to an .xlsx file. **"Click OK"** at the confirmation pop-up window.

9. **Click the .xlsx file in the downloads area of your browser** and the Excel file (.xlsx) is displayed.
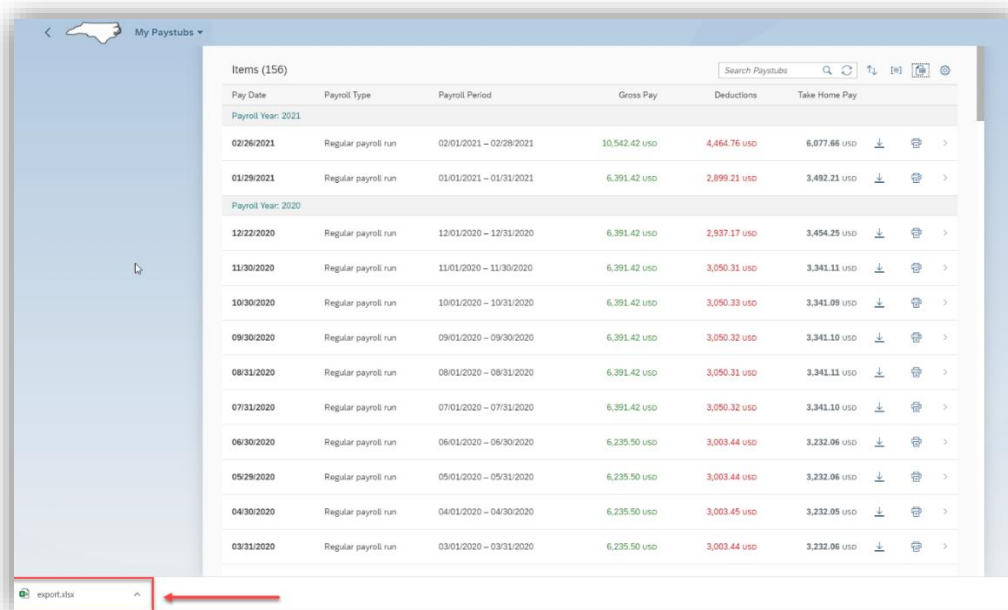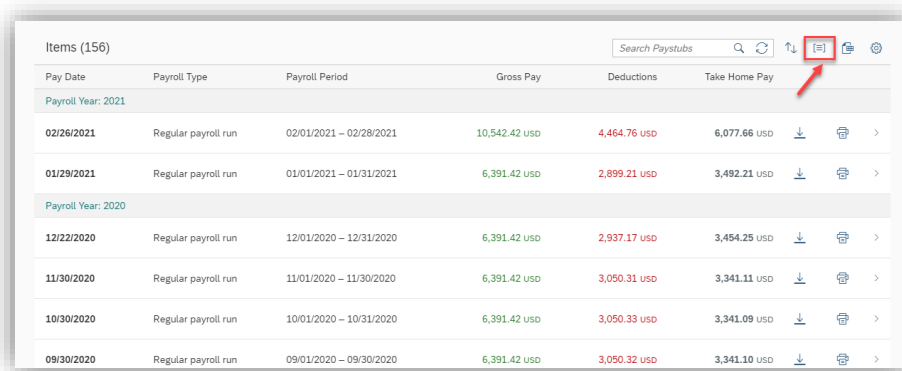
	Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay
2	2/26/2021	Regular payroll run	02/01/2021 – 02/28/2	######## #	4,464.76 USD	6,077.66 USD
3	1/29/2021	Regular payroll run	01/01/2021 – 01/31/2	######## ##	2,899.21 USD	3,492.21 USD
4	12/22/2020	Regular payroll run	12/01/2020 – 12/31/2	######## ##	2,937.17 USD	3,454.25 USD
5	11/30/2020	Regular payroll run	11/01/2020 – 11/30/2	######## ##	3,050.31 USD	3,341.11 USD
6	10/30/2020	Regular payroll run	10/01/2020 – 10/31/2	######## ##	3,050.33 USD	3,341.09 USD
7	9/30/2020	Regular payroll run	09/01/2020 – 09/30/2	######## ##	3,050.32 USD	3,341.10 USD
8	8/31/2020	Regular payroll run	08/01/2020 – 08/31/2	######## ##	3,050.31 USD	3,341.11 USD
9	7/31/2020	Regular payroll run	07/01/2020 – 07/31/2	######## ##	3,050.32 USD	3,341.10 USD
10	6/30/2020	Regular payroll run	06/01/2020 – 06/30/2	######## ##	3,003.44 USD	3,232.06 USD
11	5/29/2020	Regular payroll run	05/01/2020 – 05/31/2	######## ##	3,003.44 USD	3,232.06 USD
12	4/30/2020	Regular payroll run	04/01/2020 – 04/30/2	######## ##	3,003.45 USD	3,232.05 USD
13	3/31/2020	Regular payroll run	03/01/2020 – 03/31/2	######## ##	3,003.44 USD	3,232.06 USD
14	2/28/2020	Regular payroll run	02/01/2020 – 02/29/2	######## ##	4,011.83 USD	5,590.67 USD
15	1/31/2020	Regular payroll run	01/01/2020 – 01/31/2	######## ##	3,003.44 USD	3,232.06 USD
16	12/23/2019	Regular payroll run	12/01/2019 – 12/31/2	######## ##	3,018.99 USD	3,216.51 USD
17	11/27/2019	Regular payroll run	11/01/2019 – 11/30/2	######## ##	2,975.85 USD	3,259.65 USD
18	10/31/2019	Regular payroll run	10/01/2019 – 10/31/2	######## ##	2,975.84 USD	3,259.66 USD
19	9/30/2019	Regular payroll run	09/01/2019 – 09/30/2	######## ##	3,066.67 USD	3,472.99 USD
20	8/30/2019	Regular payroll run	08/01/2019 – 08/31/2	######## ##	2,929.92 USD	3,153.50 USD
21	7/31/2019	Regular payroll run	07/01/2019 – 07/31/2	######## ##	2,929.93 USD	3,153.49 USD
22	6/28/2019	Regular payroll run	06/01/2019 – 06/30/2	######## ##	2,929.93 USD	3,153.49 USD
23	5/31/2019	Regular payroll run	05/01/2019 – 05/31/2	######## ##	2,921.67 USD	3,161.75 USD
24	4/30/2019	Regular payroll run	04/01/2019 – 04/30/2	######## ##	2,921.69 USD	3,161.73 USD
25	3/29/2019	Regular payroll run	03/01/2019 – 03/31/2	######## ##	2,921.68 USD	3,161.74 USD

10. **To change the Group Order**, click the **"group"** icon**.**

11. Adjust the Group Order to **"Ascending"** or **"Descending"** or the Group by to **Payroll Year, Payroll Type** or **None** and click **OK.**

12. Click the icon **"Sort your Paystubs"** to sort pay statements within the time frame.

13. You can Sort by **Pay Date, Payroll Type** and several other options as well as **"Ascending"** or **"Descending."**
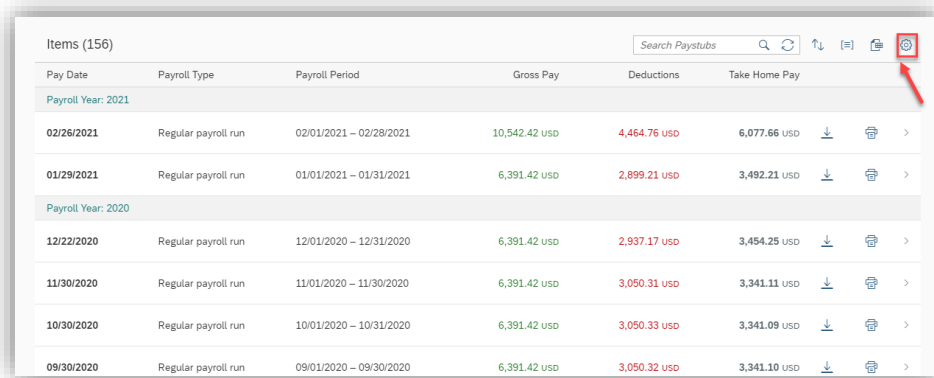
14. **"Click the "Personalize the table appearance icon"** to customize the data that is displayed.

15. Click the various fields to select or de-select fields to display and click **OK.**

16. Click **"My Paystubs"** to return to the previous screen.

- **Note:** The Pay Statement will not be available to view until pay day.

Change Record

- 8/16/21 – Initial BPP created – Mayuri Surati